

## Manager: Complete Wrap Up Review and Rating

The following steps guide you through the process to complete the performance review and rating step in MyPath **after** you have conducted your Wrap Up Check-in meeting

- STEP 1.** Sign into your **MyPath** account at **www.mass.csod.com** (Login is your employee ID).
- STEP 2.** On the homepage, look for the **Your Action Items** heading on the left and click the **FY22 MassPerform Wrap Up for [employee name]** link.
- STEP 3.** **FY22 MassPerform Overview** screen will open. Click the **Get Stared** button on the bottom-right.
- STEP 4.** On the **Expectation & Goal Reflection** screen, review the instructions and click the **more...** link below each expectation to review the associated goals.
- STEP 5.** On the **Expectation & Goal Reflection** screen, review the on-screen instructions. If necessary, click the **Select Expectations & Goals** button to pull in additional expectations and goals that the employee may have missed.
- STEP 6.** In the **Comments** section, review the employee's comments and then use the blank field to provide feedback about the employee's performance, specifically related to the expectation. When done entering comments for each expectation, click the **Save and Continue** button.
- STEP 7.** The **Other Accomplishments** screen will open. Review any notes provided by the employee and use the **Comments** field to highlight any additional accomplishments outside of the established expectations. When done entering other accomplishments, click the **Save and Continue** button.
- STEP 8.** On the **Manager Rating** screen, review the **Rating Definitions**, and then scroll to the bottom of the screen and use the drop-down options to select a rating for the employee's annual performance.
- STEP 9.** If you have any comments you want to enter regarding your rating decision, enter them in the blank field and then click the **Submit** button.
- STEP 10.** The **Submit Review** pop-up will open. Click the **Submit** button.